

Minimum Qualification Specifications
for the Classes:

CORRECTIONS EDUCATION SUPERVISOR I AND II
(CORRECTIONS EDUCATION SUPVR I AND II)

CORRECTIONS EDUCATION SUPERVISOR I 3.462
(CORRECTIONS EDUCATION SUPVR I)

Prerequisite Knowledge and Abilities Required

Knowledge of: Basic principles of human behavior and motivation; principles and practices of education and learning; instructional methods and materials; corrections education program activities, goals and objectives, laws, rules, regulations, policies and procedures; legislative mandates and statutes relating to the educational requirements of inmates; related programs in educational institutions; community resources, including public and private individuals and agencies; and federal, State and local government agencies involved with educational issues; report writing and data gathering techniques.

Ability to: Plan, organize and coordinate, supervise and evaluate activities in a corrections education program of moderate size and scope; recommend/initiate program/activities to meet educational needs and interests of inmates; review and evaluate programs and activities and recommend changes; work with contracted agencies and schools to schedule educational services; deal effectively with inmates, instructors, tutors, and volunteers; maintain records and prepare reports of educational activities, inmate participation, progress, etc.; assign, review, and evaluate the work of subordinate Corrections Education Specialists; handle disciplinary problems and provide for staff development; and monitor and fulfill contract stipulations.

CORRECTIONS EDUCATION SUPERVISOR II 3.463
(CORRECTIONS EDUCATION SUPVR II)

Prerequisite Knowledge and Abilities Required

In addition to the knowledge and abilities required at the lower level:

Knowledge of: Educational programs and resources, educational needs and requirements of a more diverse inmate population.

Ability to: Plan, organize, supervise, prioritize, implement and evaluate activities in a corrections education program of large size and scope.

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described in the General and Specialized Experience sections below, or any other progressively responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table or any equivalent combination of training and experience:

Class Title	Gen Exp* (yrs)	Spclzd Exp* (yrs)	Supvr Apt (yrs)	Total Exp (yrs)
Corrections Edn Supvr I	1-1/2	1	**	2-1/2
Corrections Edn Supvr II	1-1/2	2	**	3-1/2

General Experience: Progressively responsible professional teaching experience which involved developing educational lesson plans and providing instructions to students; assessing students' progress and modifying educational plans to address the level of progress. Such experience must have involved and demonstrated knowledge of the application of principles and practices of education and learning, and instructional methods and materials.

Specialized Experience: Progressively responsible professional teaching experience as described above, in a corrections education program which provided knowledge of the legislative mandates and statutes relating to the educational requirements of inmates as well as the program activities, goals and objectives, laws, rules, regulations, policies and procedures of a corrections education program. The work must also have provided knowledge of related programs and activities in educational institutions, community resources and agencies, and federal and State agencies involved with educational issues.

*One (1) year of General or Specialized Experience is defined as a school year, approximately 180 "teacher duty" days or approximately 38 weeks per year.

Non-Qualifying Experience: Teaching work experience of general interest subjects such as dancing, ukulele, etc., which did not require the knowledge and application of principles and practices of education and learning and instructional methods and materials, or which did not require assessment, evaluation and measurement of student progress.

**Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. A bachelor's degree in education from an accredited four (4) year college or university may be substituted for one-half (1/2) year of the General Experience.
2. A master's degree in education from an accredited college or university which provided knowledge of principles and practices of education and learning and instructional methods and materials may be substituted for one-half (1/2) year of the General Experience.
3. A Ph.D. degree in education from an accredited college or university which provided knowledge of principles and practices of education and learning and instructional methods and materials may be substituted for one-half (1/2) year of the General Experience.
4. A full-time teaching internship of at least one (1) semester which involved developing educational lesson plans; providing instruction to students; assessing students' progress and modifying educational plans to address the level of students' progress may be substituted for additional General Experience on the basis of one (1) semester of full-time post-baccalaureate internship for one-half (1/2) year of General Experience, provided such experience involved and demonstrated knowledge of the application of principles and practices of education and learning and instructional methods and materials.

5. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes CORRECTIONS EDUCATION SUPERVISOR (CORRECTIONS EDUCATION SUPVR) I and II, which were approved on November 17, 1994.

Date Approved: 7/12/16 *Daniel Kani*
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